

Distance Education Standing Committee

Moorpark College's Mission Statement

With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.

Committee Charter:

The Distance Education Committee makes recommendations on college-wide planning and accreditation issues related to distance education activities.

The specific tasks of this committee are:

- Review and evaluate campus-wide student success and equity data related to distance education
- Develop and promote best practices that contribute to the quality and growth of distance education at Moorpark College
 - Provide guidance on professional development activities related to distance education
- Monitor and document compliance with accreditation standards and state and national regulations

Agenda – October 28, 2020 **2:30 PM – 4:00 PM, Zoom Meeting**

Division/Position	Name	Present	Division/Position	Name	Present
Co-Chairs	Matt Calfin		Dean	Howard Davis	
	Shannon Macias		Student Service Council	Claudia Wilroy	
English and Student Life	Diane Scrofano		Instructional Technologist/Designer	Tracie Bosket	
			ACCESS	Michael Ashton (alternate)	
Access, Kinesiology, Athletics, Library, Math, DE & Teaching and Learning	Claudia Gutierrez		Acad. Senate President	Erik Reese	
	Jackie Kinsey		DE Coordinator	Anasheh Gharabighi	
			Associated Students	Kobe Catton	
EATM, Life & Health Science	Ashley Vaughan		GUESTS: Mary Rees Josepha Baca Shandor Batoczki Ruth Bennington Renee Butler Icess Nisce (student worker) Rolland Petrello Cynthia Sheaks-McGowan Wayne Snyder		
	Rachel Messinger				
	Jana Johnson (alternate)				
Physical Science and Career Education	Loay Alnaji				
	Esmaail Nikjeh				
Business, Social and Behavioral Sciences, Child Development and Languages	Brian Herlocker				
	Rex Edwards				
A&R, Counseling, Student Life and Support, EOPS, and Student Health Center	Daniel Aguilar				
	Danita Redd				
Arts, Media & Communications	Becky Brister				
	Suzanne Fagan				

Meeting Calendar Fall 20 4 th Wednesday 2:30 (Zoom)	Meeting Calendar Spring 21 4 th Wednesday 2:30 in A-138
08/26/20	01/27/21
09/23/20	02/24/21
10/28/20	03/24/21
11/18/20	04/28/21

Distance Education Standing Committee

AGENDA

Topic	Discussion/Comments	Action
1. Announcements and Comments	<ul style="list-style-type: none"> • Thank you to Matt S. and Michael for updating the color contrast for the Canvas hyperlinks! • Reminder from Curriculum Committee: Courses must be DE approved if they are to be offered for the Spring 2021. Reach out to Letrisha Mai or Scarlet Relle if you need assistance. This is a state requirement for online courses. • Reminder that next month's meeting is on November 18th. • 5 hours available for DE recertification. 	
2. Approval of September Minutes	<p>Made the motion to approve: Seconded: Yays: Nays: Abstentions:</p>	
3. 2020-2021 Goals; Review of PY Goals - Shannon	<p>Suggested Goals:</p> <ol style="list-style-type: none"> 1. Participate and support IEPI Grant to enhance DE Plan and Equity in the online classroom. 2. Review proctoring software support, authentic qualitative assessments options, and UDL (Universal Design Learning) approach to ensure equitable practices. 3. Obtain faculty and staff input regarding continuing DE education, workshops, and training, including working closely with PD to develop FLEX opportunities. 4. Establish local POCR group and procedures. 5. Develop a Regular and Effective Contact policy for our campus to be aligned with accreditation standards. 	
4. Mental Health/Online Organizational Resources	<ul style="list-style-type: none"> • Employee-assistance program https://www.vcccd.edu/departments/human-resources/benefits/employee-assistance-program • Once at this site scroll down to Other LifeMatters Services and go into the www.mylifematters.com On this page you can access a lot of information. Under the COVID 19 Resource center tile is a lot of good information. • The Health Center will be hosting support groups on campus through LifeMatters Services for interested employees, two interest emails have been sent. 	
5. Proctorio Update/Replacement		
6. Student Online Readiness – Orientation, Canvas module, No credit How to Use Canvas and Online course?		

Distance Education Standing Committee

Topic	Discussion/Comments	Action
7. Instructional Design/Tech Update - Tracie, Michael		
8. Update on Moorpark POCR Group – Matt, Anasheh		
9. Sabbatical Project on OEI Design Rubric – Rachel (3:30)		
10. Accessibilty Update - Matt S.		
11. Online Class Size Workgroup Update – Shannon, Ashley, Jana		
12. Follow-up from FLEX Week, Training Feedback – Matt, Shannon	FLEX Training Sessions: Using Accessibility Checker Prepping Your Canvas Shell for Spring Adaptive assessments Canvas Studio Equity Rubric Joining Local POCR Aligning your course	
13. DDEAC Updates, DE Summit – Matt		
14. Comments: Adjournment at ____pm.	Motion to adjourn – , 2 nd	